

STAT

A preliminary follow-up made this week of the file plan installed in [] office relieved that for the present time no true picture of the plan ~~inaction~~ can be made. The reason for this situation is due to the absence of personnel, not the file plan. In an effort to get the plan into action so an evaluation may be made and in the interest of promoting good relations, the Branch will endeavor to assist [] staff in eliminating any backlog or other factors related to records management.

STAT

A handwritten signature in dark ink, appearing to be 'Held', is written over the lower portion of the typed text.

12/28

j. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	751	10
Special trips	173	15
Leave	97	00
Detailed	153	30
Waiting time	25	05
Total	<u>1200</u>	

12/31

j. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	487	20
Special trips	51	55
Leave	174	00
Detailed	118	30
Waiting time	8	15
Total	<u>840</u>	

10/15

J. Time Check	Hrs	Min.
Regular trips	742	45
Special trips	220	30
Leave	38	00
Detailed	163	00
Waiting time	27	45
Total	1192	

10/22/53

J. Time Check	Hrs	Min.
Regular trips	732	35
Special trips	171	15
Leave	72	00
Detailed	164	00
Waiting time	20	10
Total	1160	

10/29/53

J. Time Check	Hrs	Min.
Regular trips	774	45
Special trips	103	75
Leave	121	00
Detailed	163	30
Waiting time	19	90
Total	1184	

11/5/53

J. Time Check	Hrs	Min.
Regular trips	751	55
Special trips	147	40
Leave	117	30
Detailed	160	00
Waiting time	22	55
Total	1200	

11/12/53

J. Time Check	Hrs	Min.
Regular trips	563	55
Special trips	128	30
Leave	76	00
Detailed	144	00
Waiting time	33	35
Total	936	

11/19

J. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	714	10
Special trips	206	35
Leave	61	15
Detailed	160	00
Waiting time	18	00
Total		

11/27

J. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	772	30
Special trips	206	35
Leave	32	00
Detailed	165	05
Waiting time	15	50
Total	1192	

12/3

J. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	602	30
Special trips	150	40
Leave	65	00
Detailed	152	00
Waiting time	21	50
Total	992	

12/10

J. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	782	25
Special trips	160	55
Leave	55	00
Detailed	198	30
Waiting time	19	10
Total	1216	

12/17

J. Time Check	<u>Hrs</u>	<u>Min.</u>
Regular trips	734	55
Special trips	204	00
Leave	54	00
Detailed	189	00
Waiting time	18	05
Total	1200	

9/17/53

j. Time Check	Hrs	Min.
Regular trips	703	40
Special trips	218	15
Leave	104	00
Detailed	176	00
Waiting time	22	05
Total	<u>1224</u>	

9/24

j. Time Check	Hrs	Min.
Regular trips	675	26
Special trips	175	25
Leave	150	30
Detailed	216	25
Waiting time	21	14
Total	<u>1240</u>	

10/1/53

j. Time Check	Hrs	Min.
Regular trips	725	45
Special trips	164	35
Leave	109	00
Detailed	173	55
Waiting time	18	45
Total	<u>1192</u>	

10/8

j. Time Check	Hrs	Min.
Regular trips	754	45
Special trips	135	5
Leave	94	30
Detailed	174	5
Waiting time	25	35
Total	<u>1184</u>	

	<u>Hrs</u>	<u>Min.</u>
Time Check		
Regular trips	721	15
Special trips	114	40
Leave	197	00
Detailed	208	45
Waiting time	38	20
Total	<u>1280</u>	

8/13/53

	<u>Hrs</u>	<u>Min.</u>
3. Time Check		
Regular trips	693	55
Special trips	134	45
Leave	184	00
Detailed	208	40
Waiting time	58	40
Total	<u>1280</u>	

8/22/53

	<u>Hrs</u>	<u>Min.</u>
4. Time Check		
Regular trips	749	35
Special trips	161	00
Leave	140	00
Detailed	185	00
Waiting time	52	25
Total	<u>1288</u>	

8/26/53

	<u>Hrs</u>	<u>Min.</u>
5. Time Check		
Regular trips	731	00
Special trips	156	15
Leave	159	00
Detailed	181	00
Waiting time	52	45
Total	<u>1280</u>	

9/3/53

	<u>Hrs</u>	<u>Min.</u>
6. Time Check		
Regular trips	546	30
Special trips	85	23
Leave	203	00
Detailed	143	55
Waiting time	13	12
Total	<u>992</u>	

9/10/53

	<u>Hrs</u>	<u>Min.</u>
Time Check		
Regular trips	733	35
Special trips	128	45
Leave	136	00
Detailed	201	30
Waiting time	56	10
Total	<u>1256</u>	

9 July

	<u>Hrs</u>	<u>Min.</u>
Time Check		
Regular trips	757	00
Special trips	160	20
Leave	103	30
Detailed	179	00
Waiting time	80	00
Total	<u>1280</u>	

7/17

	<u>Hrs</u>	<u>Min.</u>
Time Check		
Regular trips	700	30
Special trips	102	40
Leave	243	00
Detailed	201	40
Waiting time	32	10
Total	<u>1280</u>	

7/23/53

	<u>Hrs</u>	<u>Min.</u>
Time Check		
Regular trips	676	45
Special trips	146	50
Leave	195	00
Detailed	234	30
Waiting time	26	55
Total	<u>1280</u>	

7/31

	<u>Hrs</u>	<u>Min.</u>
Time Check		
Regular trips	736	50
Special trips	147	30
Leave	143	00
Detailed	208	00
Waiting time	44	40
Total	<u>1280</u>	

8/6

	Hrs	Min.
j. Time Check	<u>731</u>	<u>45</u>
Regular trips	135	15
Special trips	157	00
Leave	179	40
Detailed	36	20
Waiting time		
Total	<u>1240</u>	

4 June 1953

	Hrs	Min
j. Time check	<u>735</u>	<u>40</u>
Regular trips	114	15
Special trips	183	0
Leave	180	0
Detailed	35	05
Waiting time		
Total	<u>1248</u>	

11 June

	Hrs.	Min.
J. Time Check	<u>725</u>	<u>45</u>
Regular trips	141	37
Special trips	122	00
Leave	195	15
Detailed	71	23
Waiting time		
Total	<u>1256</u>	

19 June

	Hrs	Min.
j. Time Check	<u>719</u>	<u>35</u>
Regular trips	161	48
Special trips	71	00
Leave	173	15
Detailed	82	22
Waiting time		
Total	<u>1208</u>	

6/25/53

	Hrs	Min.
Time Check	<u>726</u>	<u>13</u>
Regular trips	145	05
Special trips	102	00
Leave	184	00
Detailed	82	42
Waiting time		
Total	<u>1240</u>	

2 July

I. Runs to DCI and DLI names - 0

30 April thru 6 May

J. Time Check:	Hrs	Min.
1.Regular trips	762	55
2.Special trips	136	2
3.Leave	104	
4.Detailed	136	
5.Free Time	61	3
Total	1200	00

j. Time check	Hrs.	Min.
Regular trips	749	40
Special trips	146	25
Leave	116	00
Detailed	172	00
Waiting time	55	55
Total	1240	00

14 May

J. Time Check	Hrs.	Min.
Regular trips	739	40
Special trips	117	30
Leave	137	00
Detailed	187	00
Waiting time	58	50
Time Total	1240	

21 May

j. Time Check	Hrs.	Min.
Regular trips	707	30
Special trips	140	55
Leave	197	00
Detailed	147	00
Waiting time	47	35
Total	1240	

27 May